

OPERATIONS BUSINESS TEAM
June 14, 2001 (DRAFT)

OPPORTUNITY CATEGORY	TOPICS	DECISIONS / ACTIONS / ISSUES	STATUS / COMPLETION DATES	NEXT OBT REVIEW DATE	RESPONSIBLE PERSON(S)
1 Organizational Capability	Advancement Planning Follow Up	OBT to follow up and complete moves	Advancement Planning session completed.	DONE	K. Benner
2 Organizational Capability	Advancement Planning & Next Steps		R. Driver to facilitate meeting	6/15/01	K. Benner
3 Compliance	Revised Scenario 6 QS Standard for Operations		M. Schreck to make presentation. Time: 30 min.	7/2/01	J. Carboni
4 Costs & Cash Flow	MONTHLY - Operations Budget Update for May		S. Mitchell to give update. Time: 30 min.	7/2/01	M. Saine
5 Costs & Cash Flow	Operations Measures		J. Moose to give update. Time: 20 min.	7/2/01	H. Burnley
6 Costs & Cash Flow	Production Plan Update		R. Kelly to make presentation. Time: 30 min.	7/2/01	H. Burnley
7 Costs & Cash Flow	QUARTERLY - Review of Open Capital Projects		R. Sarmento to give presentation. Time: 20 min.	7/2/01	M. Saine
8 Costs & Cash Flow	Strategic Plan Review - Product & Blend		H. Burnley to facilitate review. Time: 1 hr. 30 min.	7/2/01	H. Burnley
9 Quality System Implementation	Review of 2nd Quarter 2001 Management Review & Expanded Quality Practices		J. Carboni & P. Grantham to make presentation. Time: 1 hr.	7/2/01	J. Carboni
10 All	OBT Strategic Planning Meeting		H. Burnley accountable for meeting plan. Time: 3 days.	7/18/01	OBT
11 Costs & Cash Flow	Manufacturing Optimization Strategy - Business Case Update		K. Kriva, P. Longest, S. Hunter, D. G. Johnson and J. Gomes to give updates on business cases for Existing Equipment Strategy, Filter Making Reconfiguration, Material Handling, Manufacturing System Infrastructure and MC Infrastructure Upgrades respectively. Time: 2 hr.	8/9/01	C. Schwartz & G. Ruth
12 Organizational Capability	PMECF Update		T. Hanson, C. Comes and H. Crapol to give update. Time: 1 hr.	8/9/01	T. Hanson
13 Quality System Implementation	Preview of 3rd Quarter 2001 Management Review		J. Carboni & P. Grantham to make presentation. Time: 45 min.	8/23/01	J. Carboni
14 Compliance	Semi-Annual Update on Sanitation		D. Chaddick to give update. Time: 30 min.	8/23/01	J. Lewis
15 Consumer Connections	Contact Center Optimization - Business Case Approval		A. Rudd to make presentation.	8/23/01	J. Carboni

OPERATIONS BUSINESS TEAM
June 14, 2001 (DRAFT)

16	Costs & Cash Flow	2002 OB - Communication of Targets		S. Mitchell to make presentation. Time: 1 hr.	8/23/01	M. Saine
17	Costs & Cash Flow	MONTHLY - Operations Budget Update for July		S. Mitchell to give update. Time: 30 min.	8/23/01	M. Saine
18	Costs & Cash Flow	Operations Measures		J. Moose to give update. Time: 20 min.	8/23/01	H. Burnley
19	Costs & Cash Flow	Production Plan Update		R. Kelly to make presentation. Time: 30 min.	8/23/01	H. Burnley
20	Costs & Cash Flow	Strategic Plan Review - Manufacturing Process, Quality System & Organizational Capability		Time: 2 hr.	8/23/01	H. Burnley
21	Organizational Capability	Salaried Hiring Strategies		S. Scofield & P. Faust to make presentation	8/23/01	K. Berner
22	Consumer Connections	RL TSNA Reduction - Business Case Approval		T. Holland to make presentation.	9/20/01	H. Alonso
23	Costs & Cash Flow	MONTHLY - Operations Budget Update for August		S. Mitchell to give update. Time: 30 min.	9/20/01	M. Saine
24	Costs & Cash Flow	Operations Measures		J. Moose to give update. Time: 20 min.	9/20/01	H. Burnley
25	Costs & Cash Flow	Production Plan Update		R. Kelly to make presentation. Time: 30 min.	9/20/01	H. Burnley
26	Costs & Cash Flow	QUARTERLY - Review of Open Capital Projects		R. Sarmento to give presentation. Time: 30 min.	9/20/01	M. Saine
27	Costs & Cash Flow	Review of Annual OBT Planning Meeting for OBT Reports		Facilitator TBD	9/20/01	H. Burnley
28	Costs & Cash Flow	Summary of Strategic Plan Activity for 3rd Quarter 2001		Presenter TBD	9/20/01	H. Burnley
29	Costs & Cash Flow	2002 OB Preliminary Budget Review		Entire meeting devoted to this topic. S. Mitchell to facilitate.	9/28/01	M. Saine
30	Costs & Cash Flow	MONTHLY - Operations Budget Update for September		S. Mitchell to give update. Time: 30 min.	10/11/01	M. Saine
31	Costs & Cash Flow	Operations Measures		J. Moose to give update. Time: 20 min.	10/11/01	H. Burnley
32	Costs & Cash Flow	Production Plan Update		R. Kelly to make presentation. Time: 30 min.	10/11/01	H. Burnley
33	Costs & Cash Flow	Strategic Plan Review - Leaf Procurement & Processing and Materials Procurement		Facilitator TBD. Time: 1 hr. 30 min.	10/11/01	H. Burnley

OPERATIONS BUSINESS TEAM
June 14, 2001 (DRAFT)

34	Consumer Connections	Auto ID Center - Preview of Next Board Meeting (11/11/01)		R. Sweeney to make presentation. Time: 20 min.	11/1/01	H. Alonso
35	Quality System Implementation	Preview of 4th Quarter 2001 Management Review		J. Carboni & P. Grantham to make presentation. Time: 45 min.	11/19/01	J. Carboni
36	Costs & Cash Flow	MONTHLY - Operations Budget Update for October		S. Mitchell to give update. Time: 30 min.	11/19/01	M. Saine
37	Costs & Cash Flow	Operations Measures		J. Moose to give update. Time: 20 min.	11/19/01	H. Burnley
38	Costs & Cash Flow	Production Plan Update		R. Kelly to make presentation. Time: 30 min.	11/19/01	H. Burnley
39	Costs & Cash Flow	Strategic Plan Review - Product & Blend		Facilitator TBD. Time: 1 hr. 30 min.	11/19/01	H. Burnley
40	Organizational Capability	Technical Ladder Review		D. Donaher to facilitate review. Time: 40 min.	11/19/01	H. Alonso
41	Costs & Cash Flow	Final 2002 OB Review		S. Mitchell to make presentation. Time: 1 hr.	12/10/01	M. Saine
42	Costs & Cash Flow	MONTHLY - Operations Budget Update for November		S. Mitchell to give update. Time: 30 min.	12/10/01	M. Saine
43	Costs & Cash Flow	Operations Measures		J. Moose to give update. Time: 20 min.	12/10/01	H. Burnley
44	Costs & Cash Flow	Perforation Optimization - Decision Whether to Outsource		L. Nardell to make presentation.	12/10/01	H. Long
45	Costs & Cash Flow	Production Plan Update		R. Kelly to make presentation. Time: 30 min.	12/10/01	H. Burnley
46	Costs & Cash Flow	QUARTERLY - Review of Open Capital Projects		R. Sarmento to give presentation. Time: 30 min.	12/10/01	M. Saine
47	Costs & Cash Flow	Strategic Plan Review - Manufacturing Process, Quality System & Organizational Capability		Facilitator TBD. Time: 2 hr.	12/10/01	H. Burnley